

ATTACHMENT #5

VEHICLE REQUEST INSTRUCTIONS

Section 37.450 RSMo. establishes the Fleet Management Program with the purpose of improving fleet management practices of the state. The Fleet Management Program administers the state's vehicle fleet, pre-approves passenger vehicle purchases, and monitors agency compliance with the State Vehicle Policy. This process ensures vehicles under the control of the State are acquired, assigned, used, replaced, and maintained in the most efficient and effective manner to conduct state business. If you have any questions regarding the Fleet Management Program, please contact the Fleet Manager, Cindy Dixon, at Fleet.Management@oa.mo.gov.

The Office of Administration, State Fleet Management Program will prepare requests for the following general revenue funded light duty* vehicles based on data in the State Fleet Information System:

- vehicles assigned to individuals or agency pools that are required to accrue 15,000 miles per year as set forth in the State Vehicle Policy (SP-4); and
- Vehicles dedicated to inmate or client transportation.

Exceptions to this include:

- Vehicles for the Highway Patrol; and
- Vehicles for non-executive branch agencies.

For all other replacement or expansion vehicle requests, in addition to the New Decision Item Form, the attached Vehicle Request Form and/or Vehicle Expansion Request Form must be completed. These Forms must be submitted electronically to Budget and Planning and the State Fleet Manager (Cindy.Dixon@oa.mo.gov).

Requests for sedans should assume cost estimates for a four door mid-size sedan unless specific justification is provided for some other class of sedan. Requests for pickup trucks should assume a ½ ton pickup unless additional justification is provided. Requests for SUVs must include additional justification as to why the SUV is necessary as opposed to another, less costly vehicle classification.

The Vehicle Request form is available on Budget and Planning's web site (<http://www.oa.mo.gov/bp/index.htm>), and an electronic copy of the form will be forwarded. Please contact Pamela McQuary (751-2345), in the Division of Budget and Planning, if you do not receive the electronic copy. The first worksheet on the form is for vehicles as an expansion to the fleet and the second worksheet is for replacement vehicles. The third worksheet contains information about vehicle categories that may be useful.

* Light duty vehicles are defined as sedans, minivans, and light trucks with a gross vehicle weight rating (GVWR) less than 8,500 pounds.